

THE FEDERAL LEAVE SYSTEM

EXERCISE

The statements below are either true or false. Check your knowledge of the Federal Leave System.

	TRUE	FALSE
1. A normal 8-hour workday includes a paid lunch break.		
2. Accrual of annual leave is 4 hours per pay period regardless of length of Federal service.		
3. Maximum annual leave accumulation to carry over into the new leave year is 240 hours.		
4. Once annual leave is approved, it can't be canceled by the supervisor.		
5. Canceling or disapproving annual leave is an effective disciplinary measure.		
6. Sick leave cannot be used for family care purposes.		
7. There is no maximum sick leave accumulation.		
8. A Federal employee is entitled to 40 hours of sick leave each year for family care or bereavement purposes.		
9. Supervisors may request a doctor's certification for absences of more than 3 workdays.		
10. FMLA entitles employees to a total of up to 12 workweeks of unpaid leave in any 12 month period to care for a family member with a serious health condition.		
11. Leave Without Pay (LWOP) is an approved leave status.		
12. The minimum charge to military leave is one hour.		
13. Employees can donate sick leave to another Federal employee for his/her use for a medical emergency.		
14. Supervisors cannot charge AWOL (Absent Without Leave) if the employee has an accrued leave balance.		
15. LWOP and AWOL both have a negative connotation and can serve as a basis for discipline.		
16. Once an employee is on military leave, he/she is charged military leave for weekends and holidays.		